



- b. The Medical Director of the Division is the designated health authority for medical treatment and care of NHDOC residents.
  - c. The Director of Nursing is the designated authority for nursing staff to ensure compliance with nursing practice standards and departmental policies and procedures.
  - d. The Chief Dentist is the designated authority for dental treatment and care for NHDOC residents.
  - e. The Chief Pharmacist is the designated authority for the licensed pharmacy and distribution of medications for NHDOC residents.
  - f. The Deputy Director of Medical Services is the designated authority for medical services, including health records management, division contracting services, physical therapy, and nutrition.
  - g. The Deputy Director of Forensic Services is the designated authority for Behavioral Health Services.
- (3) Medical, psychiatric, and dental matters involving medical judgment are the sole province of the physician, psychiatrist, and dentist.
- (4) Professional Credentials:
- a. All health staff shall be fully licensed/certified to practice in the State of New Hampshire in their respective health care disciplines.
    - 1. Licenses/certifications of staff are verified prior to hiring, and must be kept current throughout employment.
    - 2. Copies of appropriate credentials are retained on file by the Human Resources Bureau.
- (5) The duties and responsibilities of all health staff are governed by federal and state law and regulations; NHDOC policies and administrative rules; and, written job descriptions.
- a. Nursing: Nurses in charge of the unit on a shift shall be the Nurse Coordinator; the Nurse Specialist, in the absence of the Nurse Coordinator; or, a designated shift Charge Nurse, in the absence of the Nurse Coordinator or a Nurse Specialist.
    - 1. To the extent that the State of New Hampshire does not have a classification specification of a "charge nurse" or "nurse in charge of the unit," this policy dictates the duties and responsibilities of such.
    - 2. The Charge Nurse is assigned by the Nurse Coordinator or designee, and shall receive an hourly differential per the collective bargaining agreement for any hours worked as the designated "charge nurse." This amount will only adjust if collectively bargained to adjust.
    - 3. In assigning a Charge Nurse for the shift, consideration shall be first given to the following criteria:
      - (i) RN III status;
      - (ii) Seniority and/or relevant experience; and,
      - (iii) Demonstrated leadership qualities, including but not limited to effective communication, a team-based approach to problem solving, and satisfactory attendance record.
    - 4. As the Charge Nurse additional duties and responsibilities include:
      - (i) Providing clinical supervision, staff assignments, scheduling, and delegating as appropriate.
      - (ii) Taking full responsibility in maintaining quality assurance checks on equipment, narcotic counts, infection control, and other areas as assigned for policy compliance purposes.
      - (iii) Overseeing orientation of new hires, and lending leadership support to preceptors wherever needed.
      - (iv) Functioning as the primary liaison between nursing staff and security staff.
      - (v) Being responsible for ensuring timely completion of staff documentation and follow-through on all processes and duties, during and at the close of the shift.

- (vi) Collaborating with colleagues and outside health care providers to ensure appropriate and timely care coordination for special medical services, as it relates to resident care needs.
- (vii) Other duties assigned by the Nurse Coordinator or designee.
- (6) Provision of Medical Treatment: All medical treatment shall be provided by qualified health care professionals who, by virtue of their education, credentials, and experience, are permitted by law to evaluate and care for patients. These personnel shall maintain their scope of practice in accordance with federal and state laws and/or rules as well as department policy.
- (7) Provision of Behavioral Health Treatment: All behavioral health treatment shall be provided by qualified health care professionals who, by virtue of their education, credentials, and experience, are permitted by law to evaluate and care for patients. These personnel shall maintain their scope of practice in accordance with federal and state laws and/or rules as well as department policy.
- (8) Students and Interns: The appropriate medical and behavioral health care personnel will provide direct staff supervision for all students and interns involved in the delivery of health care. All students and interns will be pre-screened and appropriate documents signed in conjunction with the NHDOC Administrator of Communications & Marketing prior to accessing any site.
- (9) Resident workers: resident workers shall not perform any of the following duties:
  - a. Provide direct care services;
  - b. Schedule appointments;
  - c. Determine access to health care that is made available to other residents;
  - d. Handle or have access to surgical instruments, syringe needles, medications, or health records; or
  - e. Operate diagnostic or therapeutic equipment.
- (10) Health Authority and their Relationship with Facility Wardens:
  - a. The Administrative Director of Medical and Forensic Services shall meet at least quarterly with each Warden/Director to discuss issues related to the delivery of medical and behavioral health care and the health care environment.
  - b. The Continuous Quality Improvement (CQI) Trainer shall send monthly statistical reports that detail monthly medical and behavioral health statistics as well as year-to-date statistics to facility Wardens and the Administrative Director of Medical and Forensic Services, pursuant to PPD 1058 *Quality Assurance and Operations Improvement Reviews*.

#### REFERENCES:

National Commissioner on Correctional Health Care (NCCHC), Standards for Health Services in Prisons (2018)

National Commissioner on Correctional Health Care (NCCHC), Standards for Mental Health Services in Correctional Facilities (2015)

#### Other

PPD 1058 *Quality Assurance and Operations Improvement Reviews*

RSA 21-H:4

RSA 622:43

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